



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

10 Feb 2026

DIVISION MEMORANDUM

No. 88, s. 2026

**UPDATING OF THE DEPED COMPUTERIZATION PROGRAM
(DCP) PORTAL IN THE LEARNER INFORMATION SYSTEM**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (Public and Private Schools)
All Others Concerned

1. In compliance with the DepEd Computerization Program (DCP) Portal 2025 Guide for School Head and System Administrators issued by the Office of the Director - Information and Communication Technology Service (ICTS), the Schools Division Office of Imus City, through its Division Information & Communication Technology Unit (ICTU), hereby announces the submission of Beginning Data of the ICT Inventory Template in the Learner Information System on or before February 27, 2026.
2. Attached is the DepEd Computerization Program (DCP) Portal 2025 Guide for School Head and System Administrators which aims to provide School Heads and System Administrators with instructions on the proper use and administration of the DCP Portal, ensuring accurate data management and compliance with DepEd guidelines.
3. The ICTU will conduct a physical validation of the submitted inventory according to the schedule in Enclosure 1. All ICT equipment must be available at the school for inspection and verification during the scheduled date.
4. All School Heads, Property Custodians, and ICT Coordinators shall ensure the availability of ICT-related records and equipment, including inventory lists and property acknowledgment receipts, as required.
5. In line with this activity, all School Heads, Property Custodian and ICT Coordinators will have a meeting on February 13, 2026, from 1:00 PM onwards via Google Meet. Link for this meeting will be disseminated through the Official Group Chat of ICT Coordinators.



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Facebook Page: @sdoimuscity



5. For queries and clarifications, kindly contact Ms. Naamah C. Mambalos, OIC-Information Technology Officer I, at 046-4198450 to 53 local 303.
6. For immediate and wide dissemination.


HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subject:

INFORMATION TECHNOLOGY
INVENTORY

ict/ncm/February 8, 2026

Enclosure No. 1 to Division Memorandum No. ___ s., 2026

**SCHEDULE OF MONITORING AND VALIDATION OF THE
DEPED COMPUTERIZATION PROGRAM (DCP)**

Inclusive Dates	Cluster	Monitoring Team/ Validators
February 16-27, 2026	Schools Division Office	Ana Marielle S. Toñacao Naamah C. Mambalos
March 2-6, 2026	SHS Cluster	Ana Marielle S. Toñacao Naamah C. Mambalos
March 9-18, 2026	East Cluster	Ana Marielle S. Toñacao Naamah C. Mambalos
March 19-27, 2026	South Cluster	Ana Marielle S. Toñacao Naamah C. Mambalos
April 6-15, 2026	West Cluster	Ana Marielle S. Toñacao Naamah C. Mambalos
April 16-24, 2026	North Cluster	Ana Marielle S. Toñacao Naamah C. Mambalos
April 27-May 8, 2026	JHS Cluster	Ana Marielle S. Toñacao Naamah C. Mambalos



Republic of the Philippines

Department of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

DEPED COMPUTERIZATION PROGRAM (DCP) PORTAL

2025 | GUIDE FOR SCHOOLHEADS & SYSTEM
ADMINISTRATORS

DepEd Computerization Portal (DCP) Portal Guide for School Heads and System Administrators

I. Purpose

This guide aims to provide School Heads and System Administrators with clear instructions on the proper use and administration of the DepEd Computerization Program (DCP) Portal, ensuring accurate data management and compliance with DepEd guidelines.

II. Scope

This guide applies to all School Heads and Assigned System Administrators responsible for data management within the DepEd Computerization Program (DCP) Portal. It specifically covers the procedures for:

- Downloading and accurately filling out the required official templates.
- The proper uploading and submission of completed templates to the portal.
- Ensuring data integrity and compliance with the latest DCP reporting standards.



NOTE:

This User Guide provides a clear, step-by-step walkthrough for navigating the DCP Portal. To fully appreciate the visual elements, it is recommended that you read this document on a computer or laptop screen.

How to navigate within this User Guide

For an easy reading experience, this User Guide uses the following format and icons to highlight important actions:

FORMAT/ICON	MEANING
Bold Text	Emphasizes important words or phrases.
Bold + Blue Text	Clickable links (e.g., websites, emails, or LMS locations).
Bold + Red Text	Indicates an action to be performed using a keyboard or mouse.
<div style="border: 2px solid red; padding: 2px; display: inline-block;">Parts in Red Boxes</div>	Highlights specific areas of a screenshot for attention.

	Reference numbers or letters used to label parts within an object.
Cursor Icon ()	Shows where to click to access a link or perform an action.

I. INTRODUCTION

The **DepEd Computerization Program (DCP) Portal** serves as the central hub for monitoring and managing IT equipment and digital resources across all public schools. To maintain an organized and up-to-date national database, it is essential that the data provided by each school is both accurate and standardized.

This guide is designed to streamline the reporting process for **School Heads** and **Assigned System Administrators**. By utilizing the automated template system, schools can efficiently report their current ICT inventory, technical status, and program implementation. This transition to template-based uploading minimizes manual entry errors and ensures that the Central Office can provide timely technical support and resource allocation based on real-time school data.

II. WHAT YOU NEED BEFORE YOU START

Before starting with the application, please ensure the following requirements are met to make navigating the DCP Portal easier:

A. Minimum Device Specification Requirements

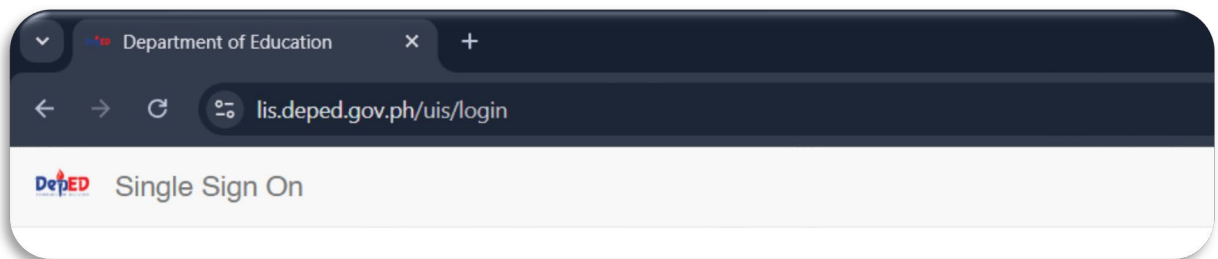
- Operating System: Windows 10 (version 20H2 or later) or Windows 11 (Home or Enterprise) and macOS 10.15 (Catalina) or newer for macOS.
- Processor (CPU): Dual-core processor Intel Core i3/AMD Ryzen 3
- Memory (RAM): 4GB
- Storage: At least 500 MB free disk space
- Display: 1024x768
- Internet Connection: 5mbps upload/download

B. Additional Requirements

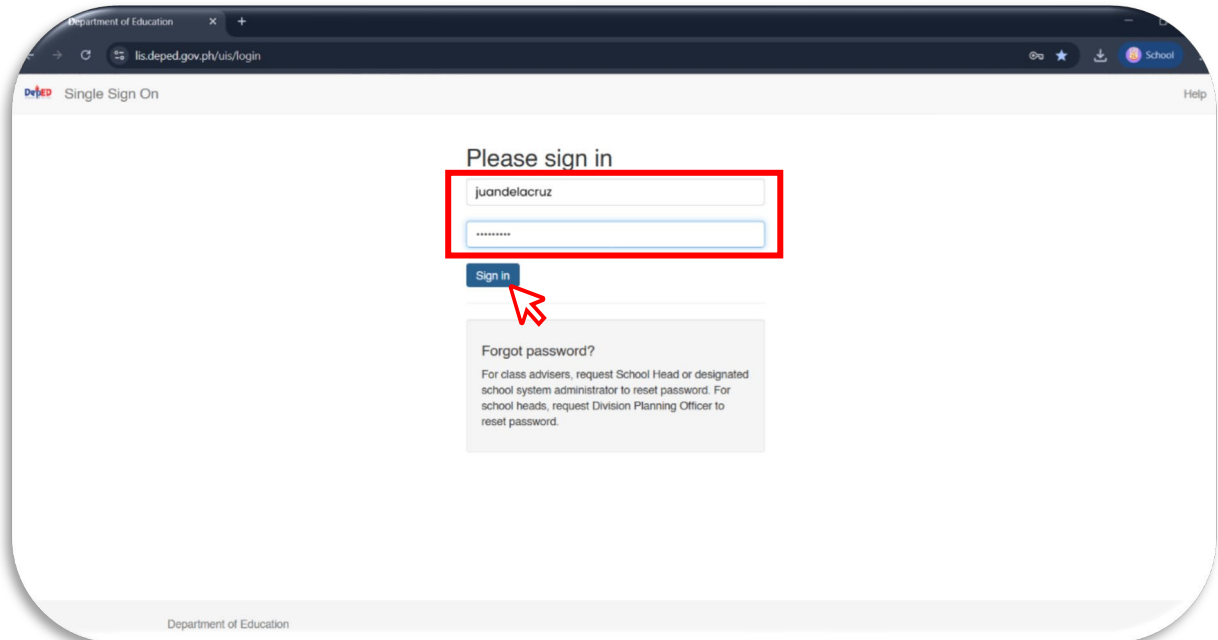
- A Computer with any Pre-installed Internet Browser
- A Stable internet connection
- Your **own** official DepEd email account (active and currently being used)

III. SCHOOL HEAD SIGN-IN AND ASSIGNMENT OF DCP ADMINISTRATORS

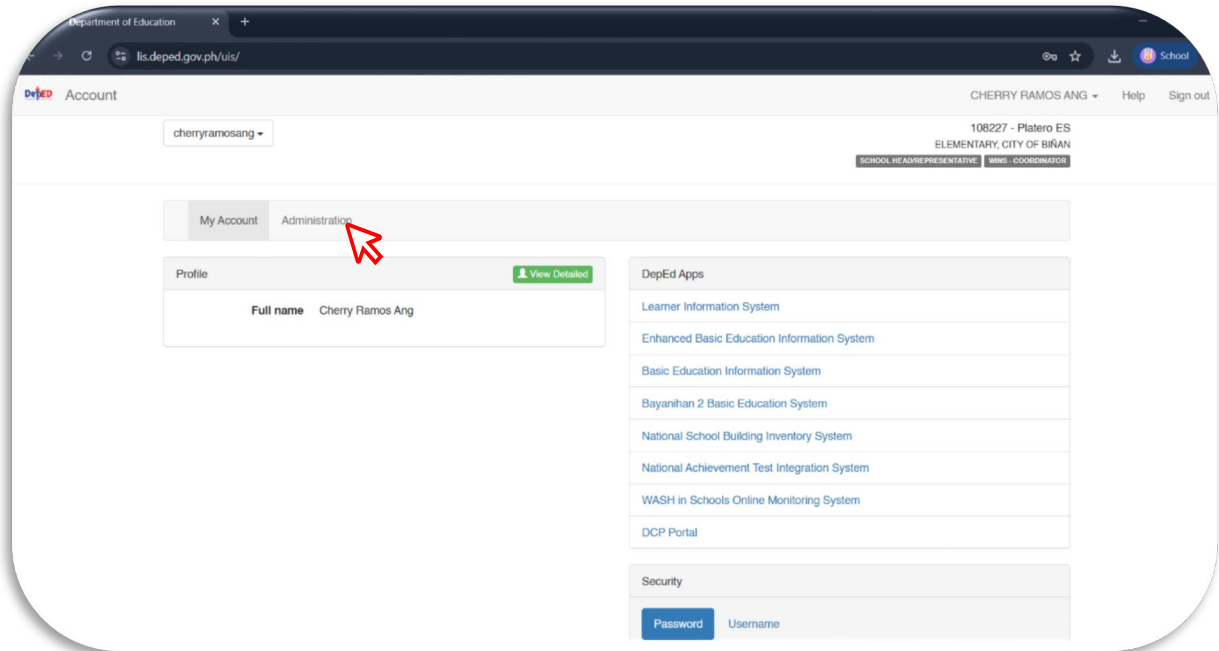
1. Open your preferred web browser (e.g., Chrome, Edge, Safari).
2. On the address bar, **type:** <https://lis.deped.gov.ph/uis/login> and press the **Enter** key on your computer keyboard.



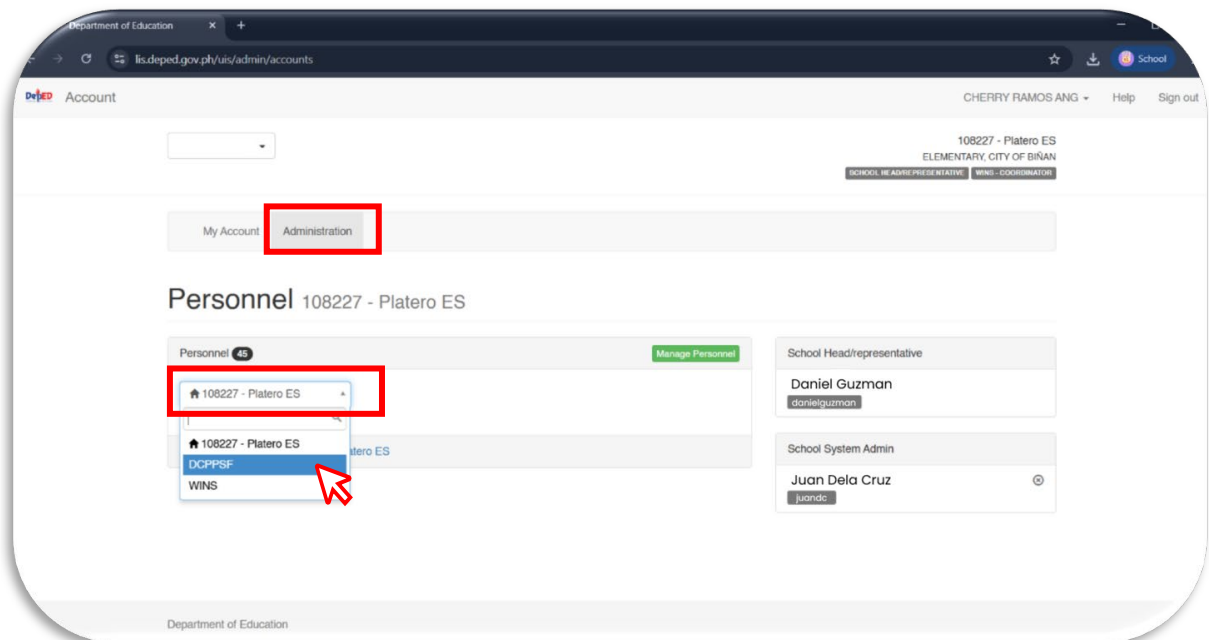
3. Upon reaching the **Log-in** page, you are required to **sign in** using your own **LIS account**.



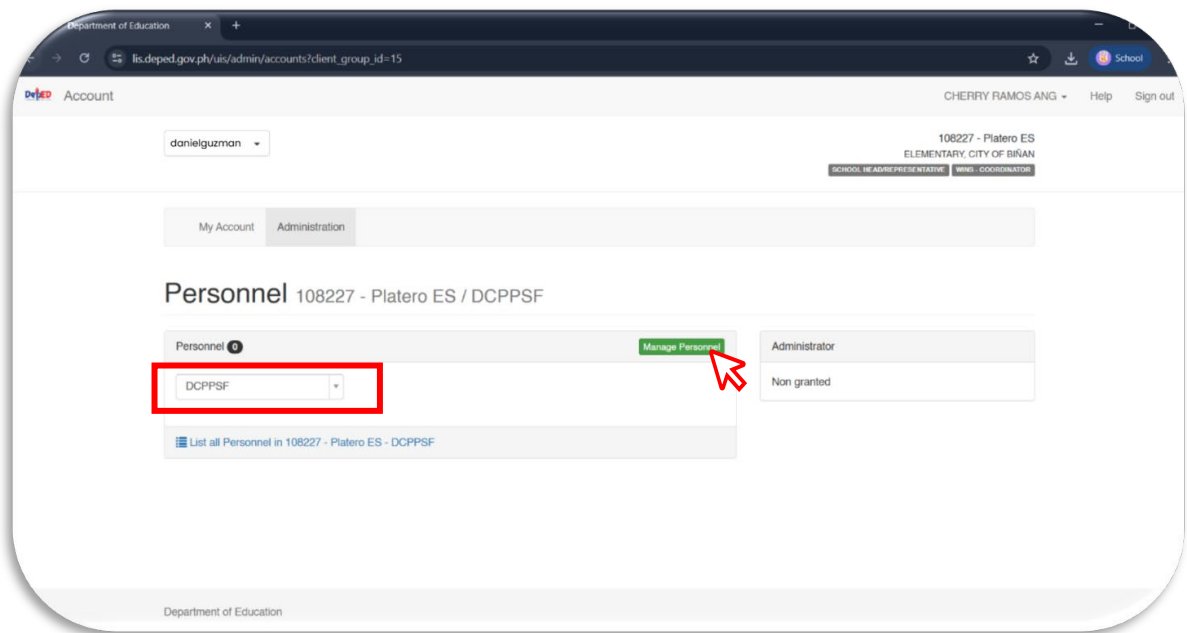
- After **signing-in** as **School Head**, **navigate** the “**Administration**” tab besides the **My Account** then **click**.



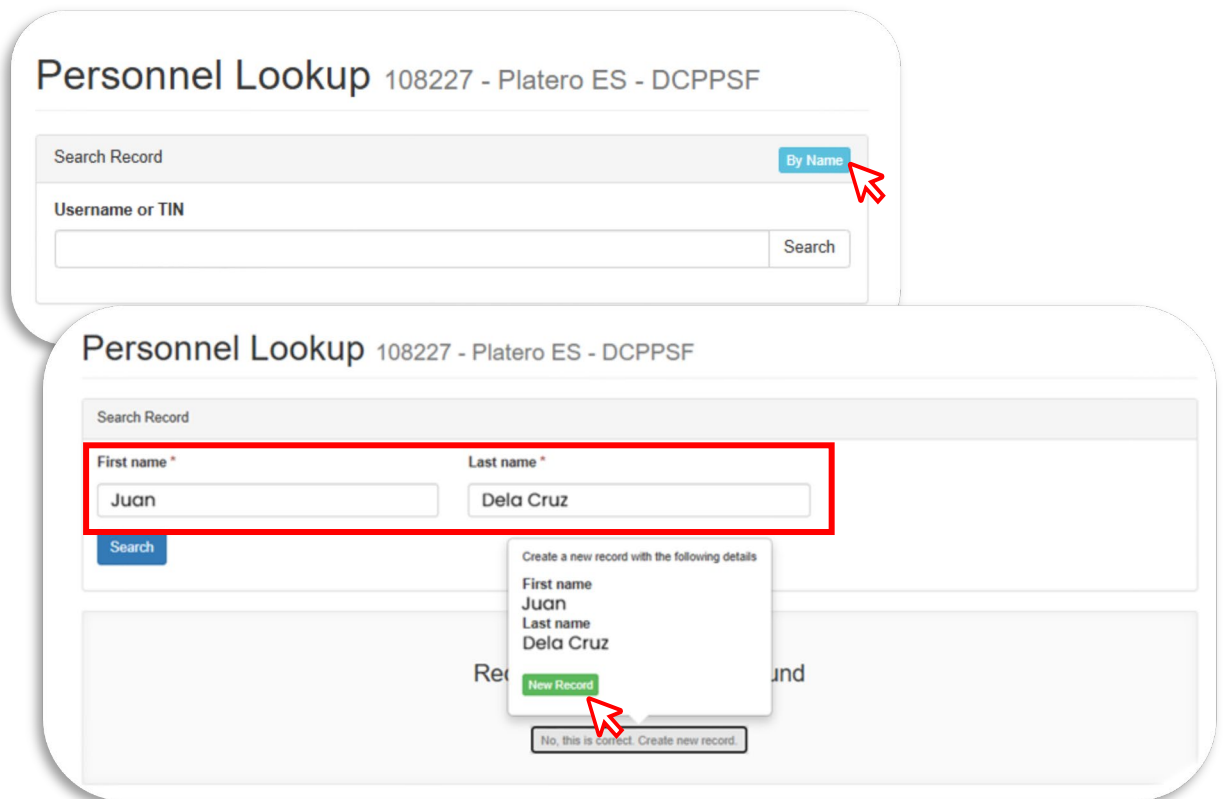
- When at the **Administration** tab, **hover** your mouse cursor onto the **dropdown bar** then **click**. Find among the choices the “**DCPPSF**” item then **click**.



6. You will then be redirected to the **DCPPSF** tab, **click** on **“Manage Personnel”**.



7. For creation of **new accounts**, **click** on **“By Name”**. **Type** in the **First and Last name** then **click** on **“New Record”**.



NOTE: For **Existing Accounts**, proceed on step **no. 11**.

- Type** in the required details, **click** on the “**create**” button once all information is **verified correct**.

The screenshot shows a web form titled "New Personnel" with the following fields and values:

- First name *: Juan
- Middle name *: Reyes
- Last name *: Dela Cruz
- Ext name: (empty)
- Gender *: Male
- Birthdate *: 01/28/1990
- TIN *: 567812345
- Gsisbp no: (empty)
- Plantilla item no: (empty)

A red arrow points to the "Create" button at the bottom left of the form.

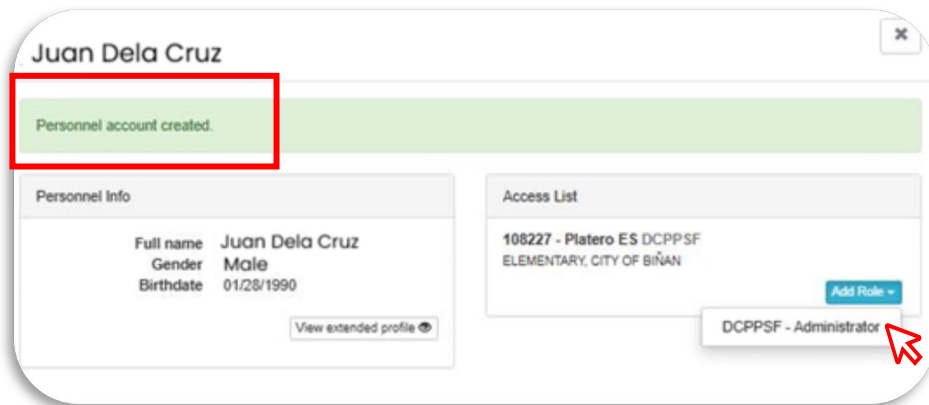
- Type** in your desired username, then **click** on “**Create Account**”.

The screenshot shows a confirmation page with a green banner that says "Personnel record created." Below this, there are two main sections:

- Personnel Info:**
 - Full name: Juan Dela Cruz
 - Gender: Male
 - Birthdate: 01/28/1990
 - View extended profile (link)
- Create Account:**
 - Account is required to enable access control. Provide username to create an account for this personnel.
 - Username *: juan.delacruz@deped.gov.ph
 - Create Account (button)

A red arrow points to the "Create Account" button in the "Create Account" section.

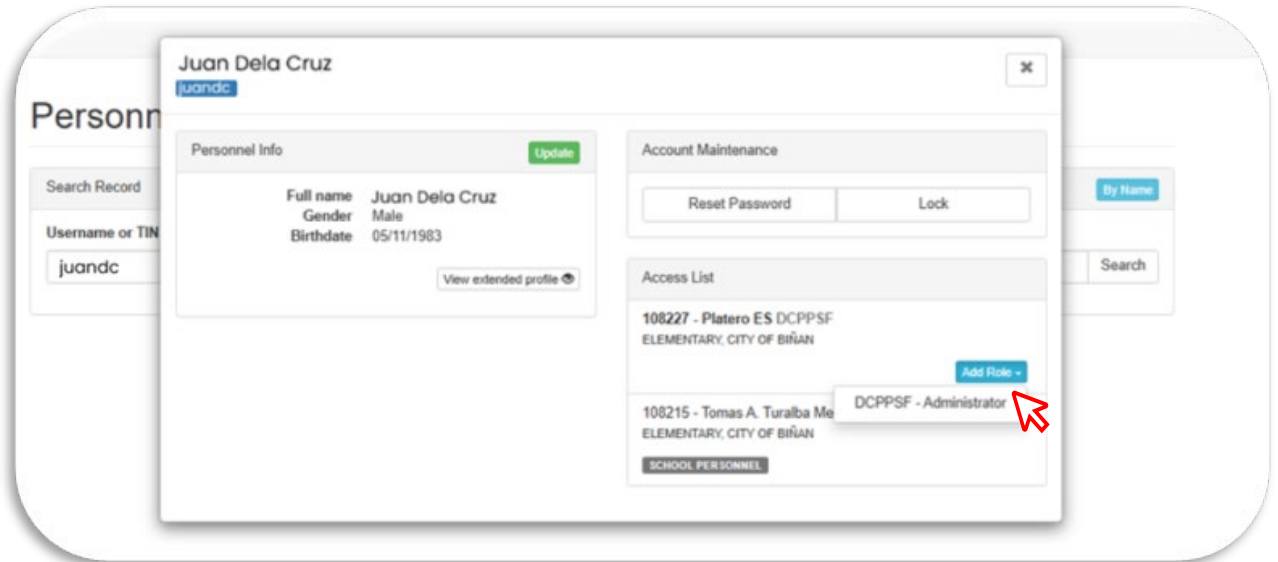
10. A **success message** will be displayed above. Then **hover** onto the “**Add Role**” dropdown bar then click. Once **dropdown** choice is **displayed**, **click** on “**DCPPSF – Administrator**” choice.



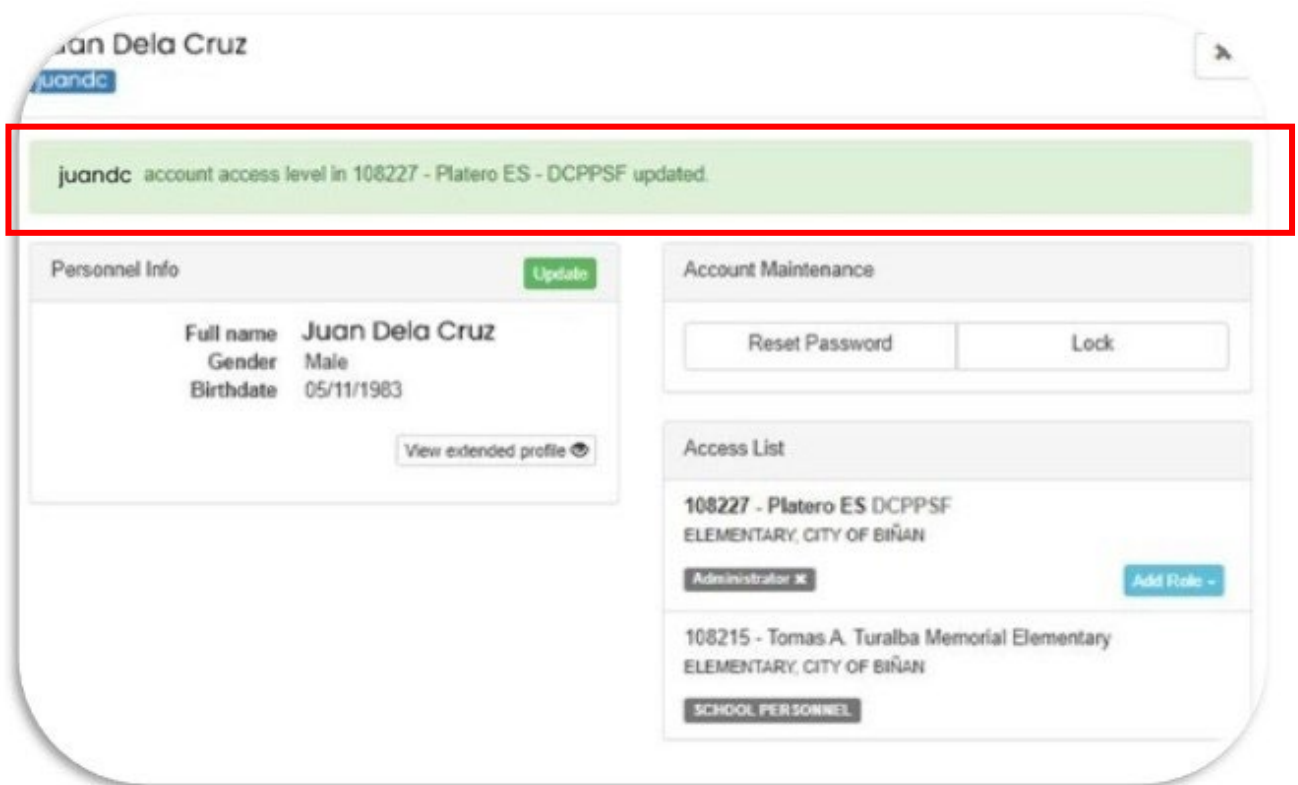
11. For **existing accounts**, **type** in **username/TIN** then **click search**.



- After **clicking** on “**Search**”, kindly **check** the information of your desired DPC Administrator. Click on “Add Role” dropdown bar and chose “DCPPSF - Administrator”.



- A **success** message will pop-up once **assignment** is successful.





INFORMATION AND COMMUNICATIONS TECHNOLOGY SERVICE

DepEd Computerization Program (DCP) Portal



2026
Guide for DCP Portal System Administrators



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Purpose



This guide aims to provide System Administrators with clear instructions on the proper use and administration of the DepEd Computerization Program (DCP) Portal, ensuring accurate data management and compliance with DepEd guidelines.

Scope



This guide applies to all Assigned System Administrators responsible for data management within the DepEd Computerization Program (DCP) Portal. It specifically covers the procedures for:

- Downloading and accurately filling out the required official templates.
- The proper uploading and submission of completed templates to the portal.
- Ensuring data integrity and compliance with the latest DCP reporting standards.

NOTE: This User Guide provides a clear, step-by-step walkthrough for navigating the DCP Portal. To fully appreciate the visual elements, it is recommended that you read this document on a computer or laptop screen.



How to navigate within this User Guide

Bold Text

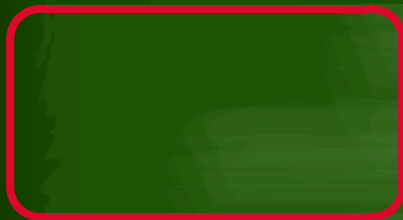
Emphasizes important words or phrases

Bold + Blue Text

Clickable links (e.g., websites, emails, or DCP Portal navigation buttons)

Bold + Red Text

Indicates an action to be performed using a keyboard or mouse.



Highlights specific areas of a screenshot for attention



Shows where to click to access a link or perform an action



Introduction

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- Storage: At least 500 MB free disk space
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- Internet Connection: 5mbps upload/download

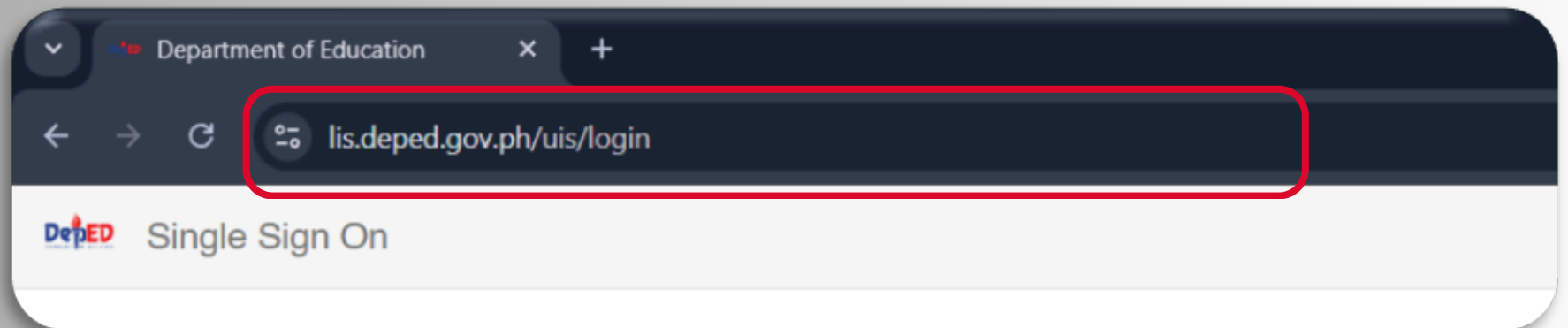
B. Additional Requirements

- A Computer with any Pre-installed Internet Browser
- A Stable internet connection
- Your own official DepEd email account (active and currently being used)

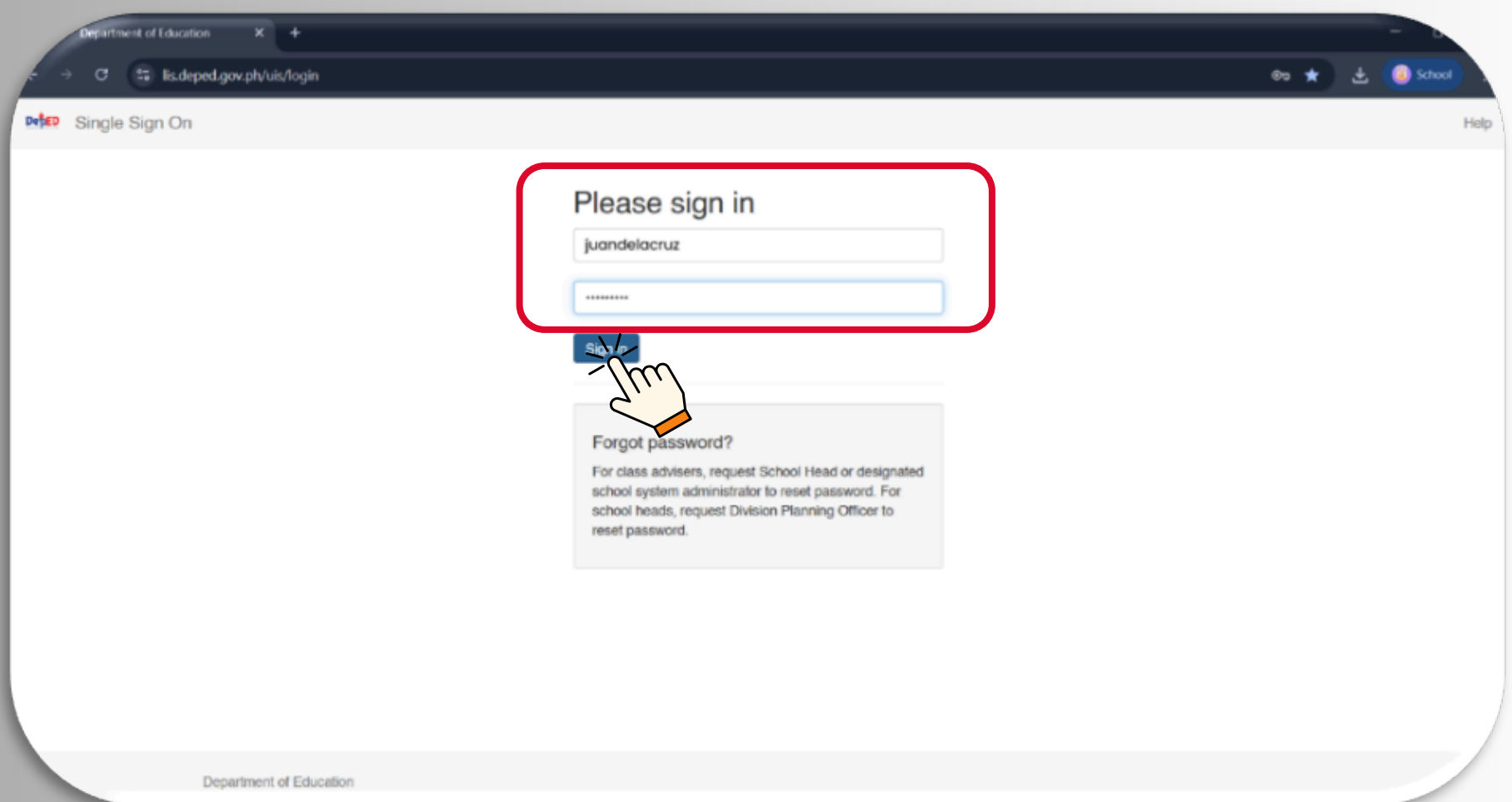
System Administrator Sign-in



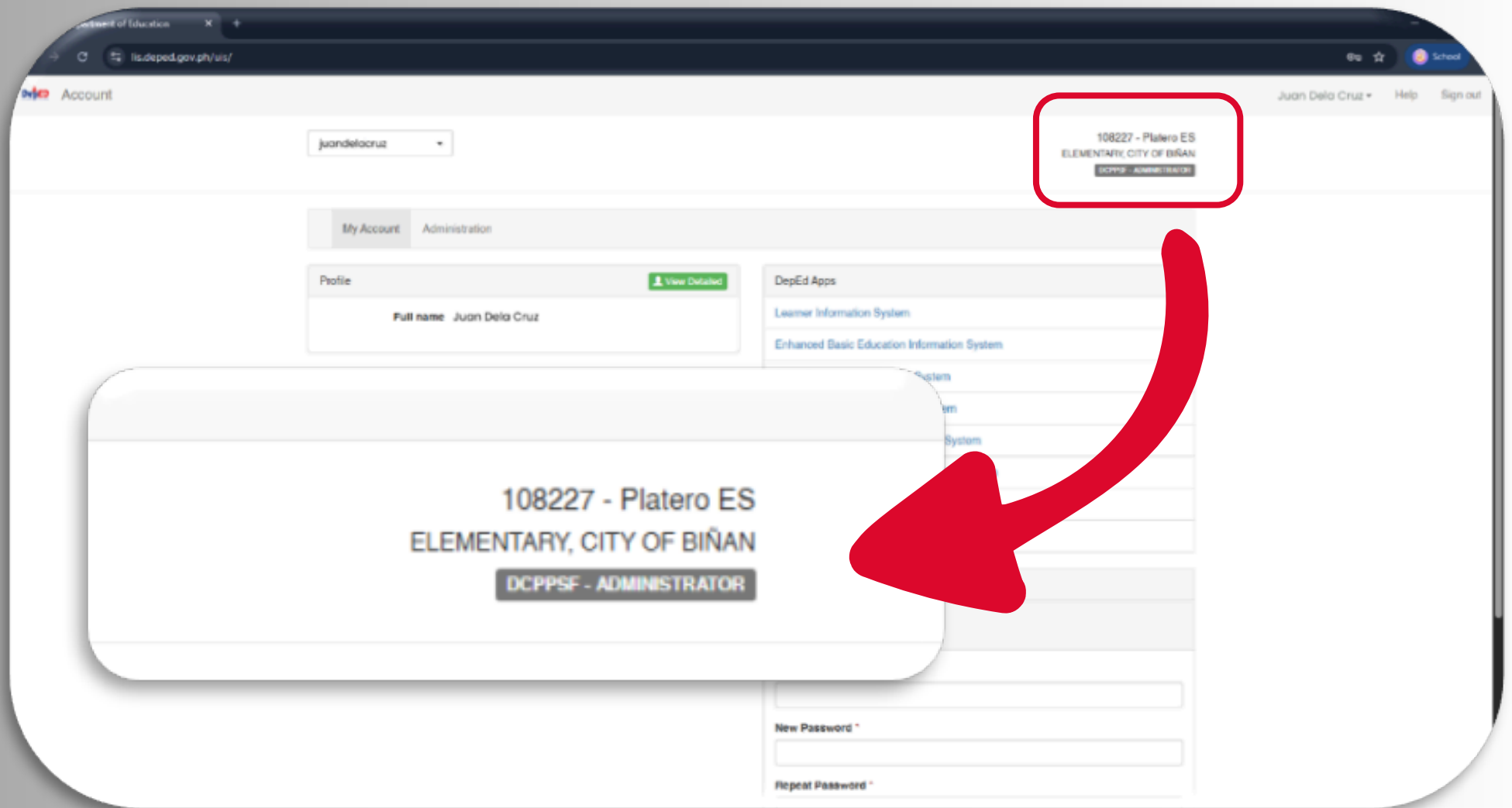
1. Open your preferred web browser (e.g., Chrome, Edge, Safari)
2. On the address bar, **type**: <https://lis.deped.gov.ph/uis/login> and press the **Enter** key on your computer keyboard.



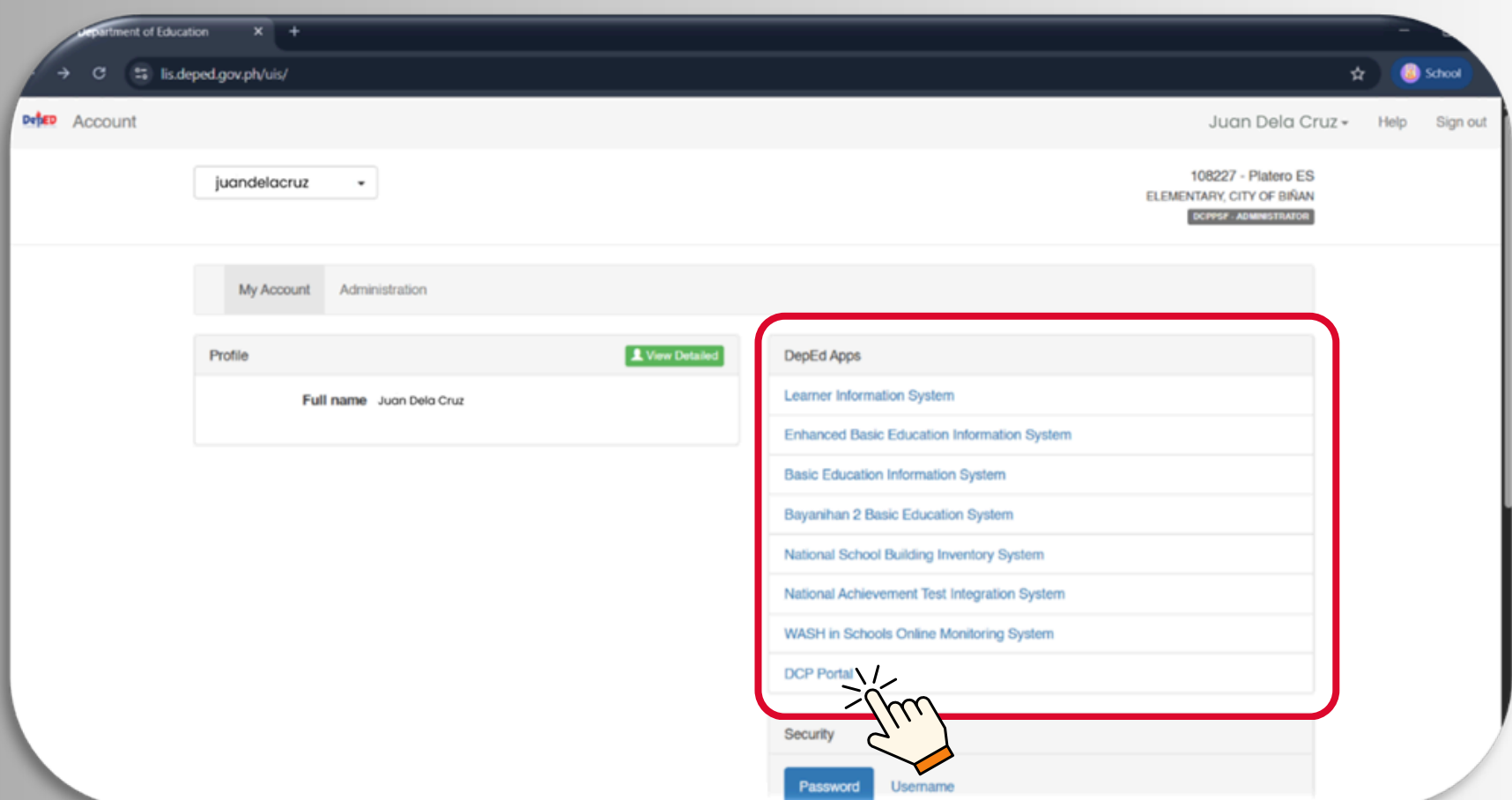
3. Upon reaching the **Log-in page**, you are required to **sign-in** using your own **LIS account**.



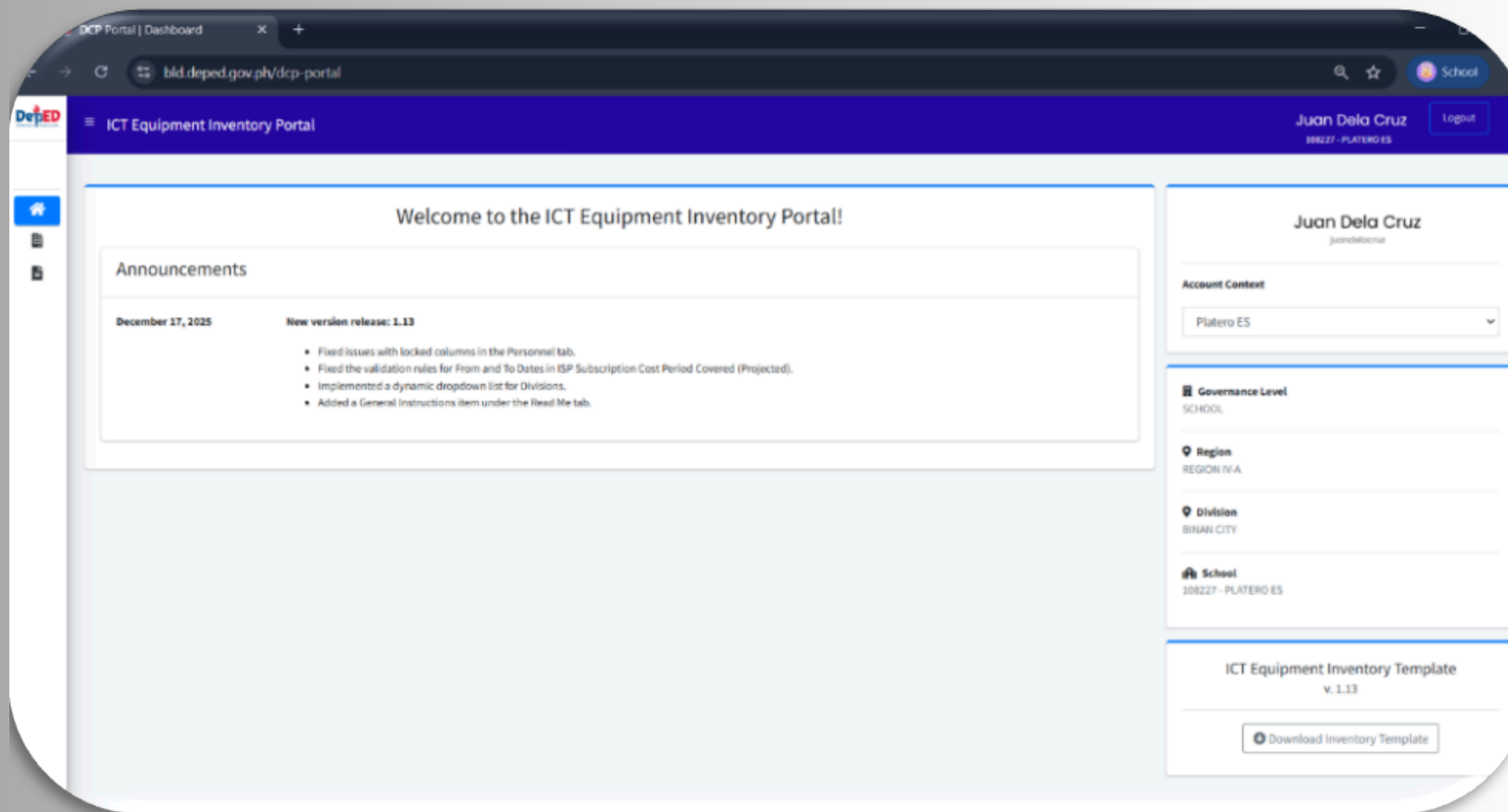
4. After **signing-in** as **DCP Administrator**, **verify** it by checking at the top right of the interface showing the “**DCPPSF - ADMINISTRATOR**” tag.



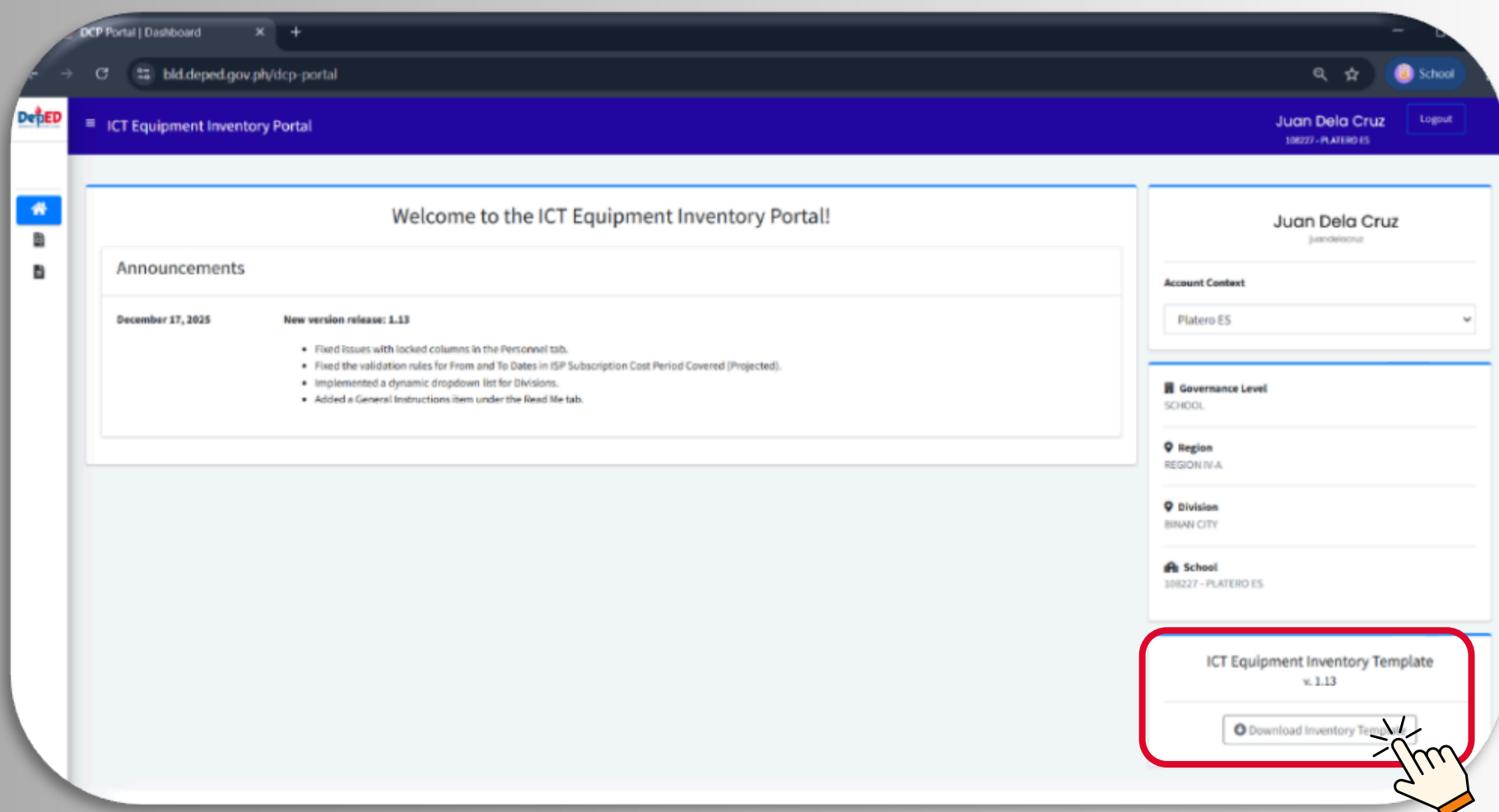
5. **Navigate** to the **DCP Portal** by **clicking** on it under the list of **DepEd Apps**.




6. DCP Portal Homepage

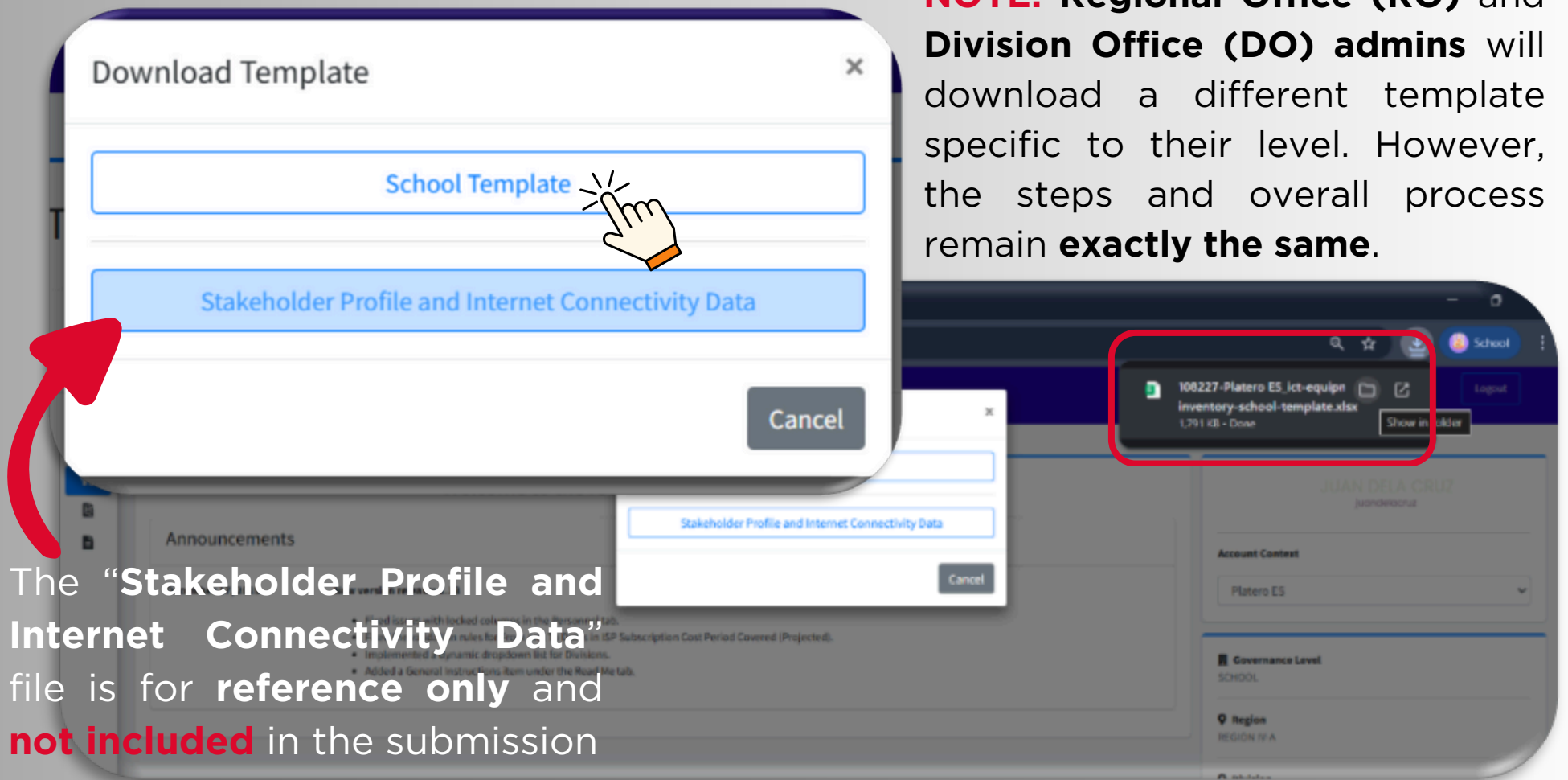


7. **Navigate** to the **ICT Equipment Inventory Template** located at the bottom right of the home page. **Click** on the button “**Download Inventory Template**”.

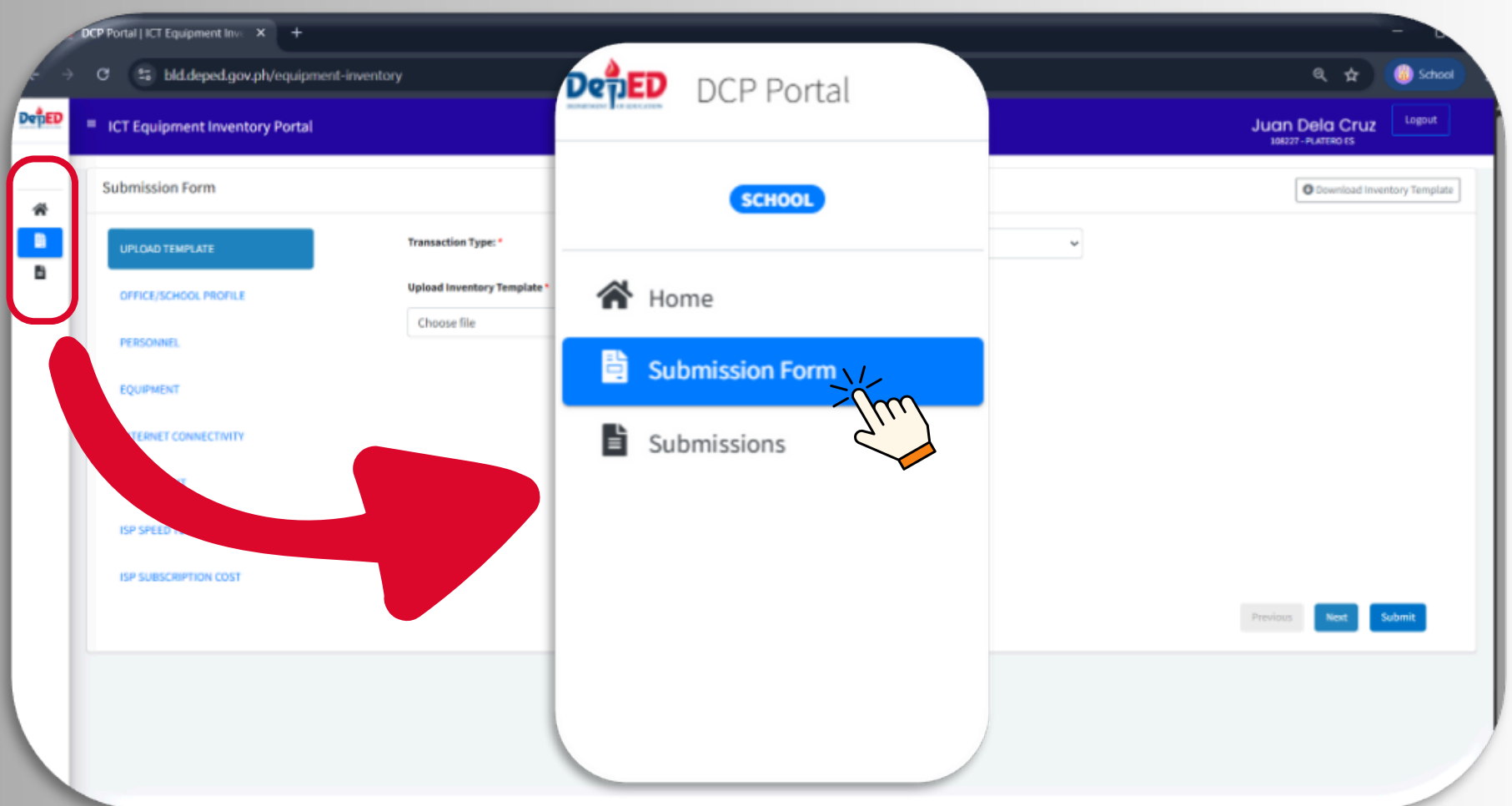


8. A **pop-up tab** will show up, **click** on the button “**School Template**” to download the **Excel template**.

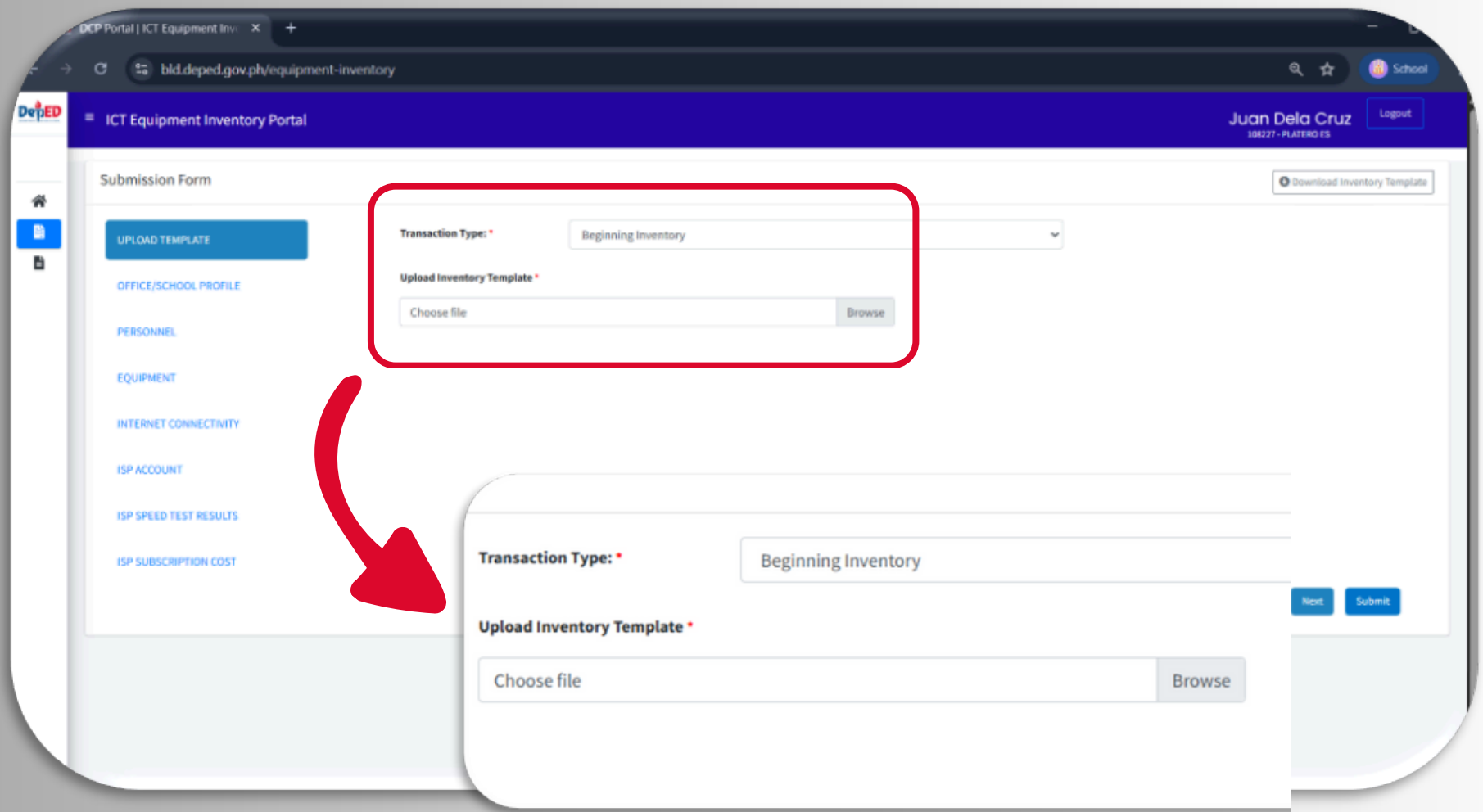
 **NOTE: Regional Office (RO) and Division Office (DO) admins** will download a different template specific to their level. However, the steps and overall process remain **exactly the same**.



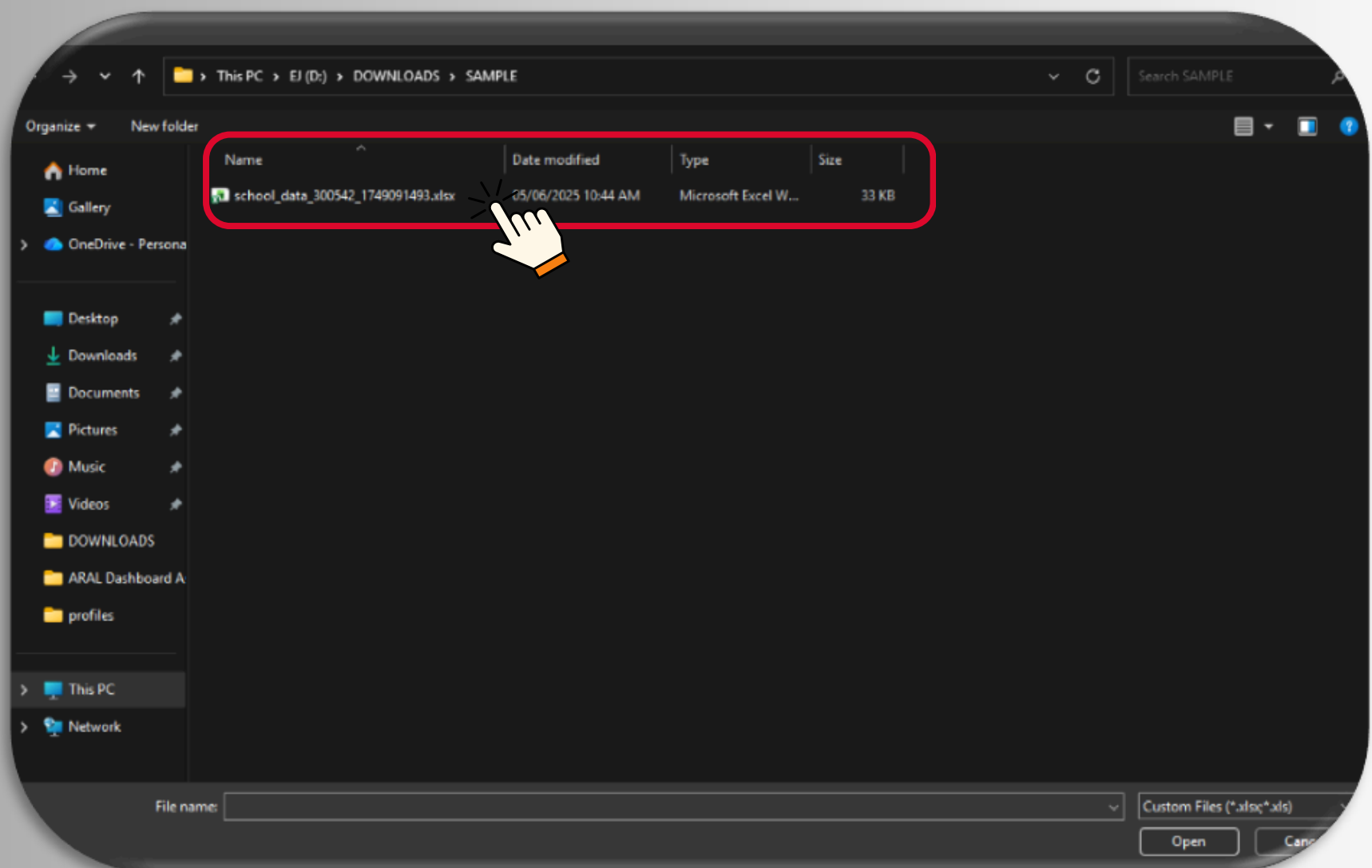
9. Once the **template** is completely filled-up, you may submit it by **navigating** the **submission button** on the left side of the page. **Click** on the **2nd button** to **submit**



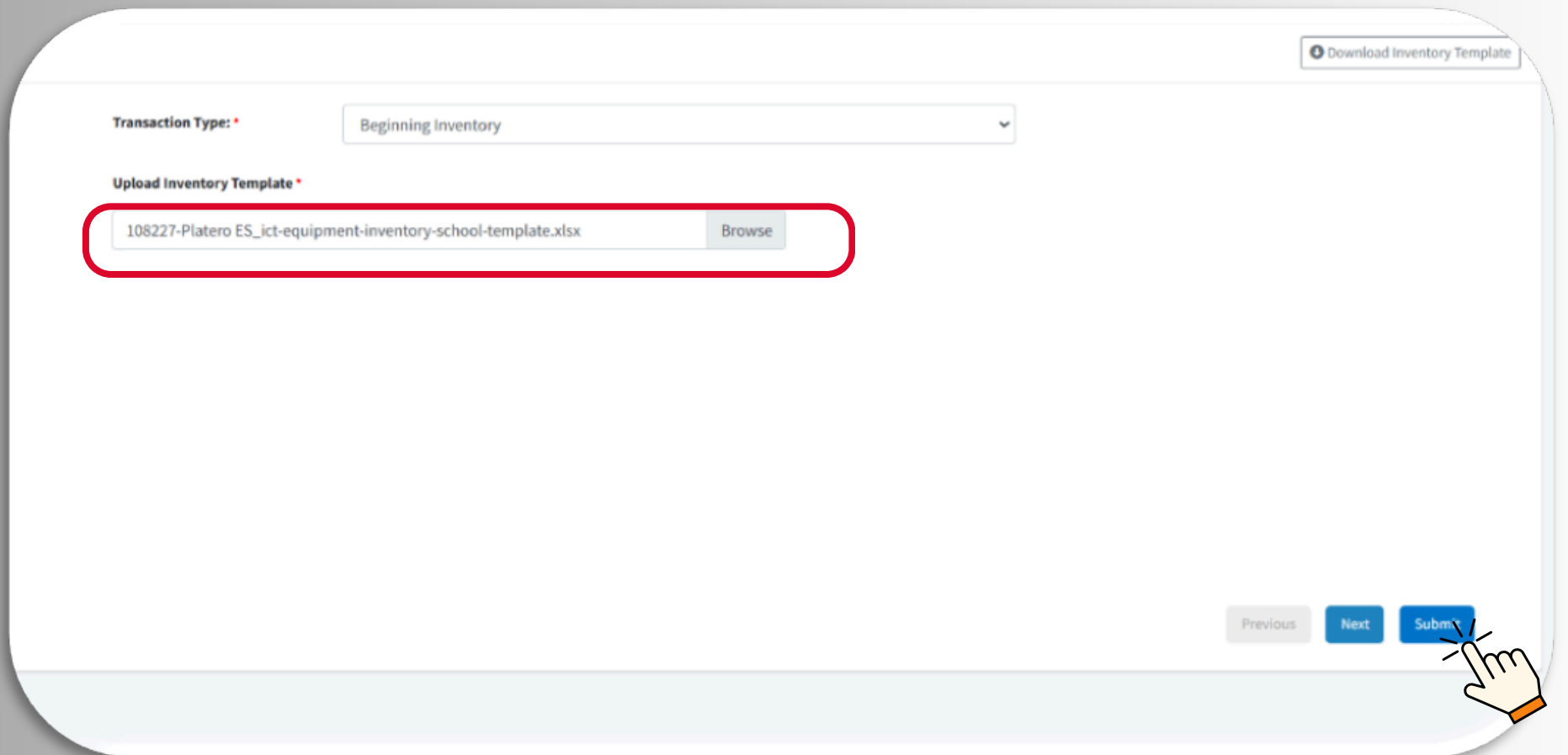
10. On the **Submission Form** page, **click** on the “**Browse**” button to upload the **school template** you filled out.



11. **Navigate** to the folder where you **edited and saved** your **template file**.

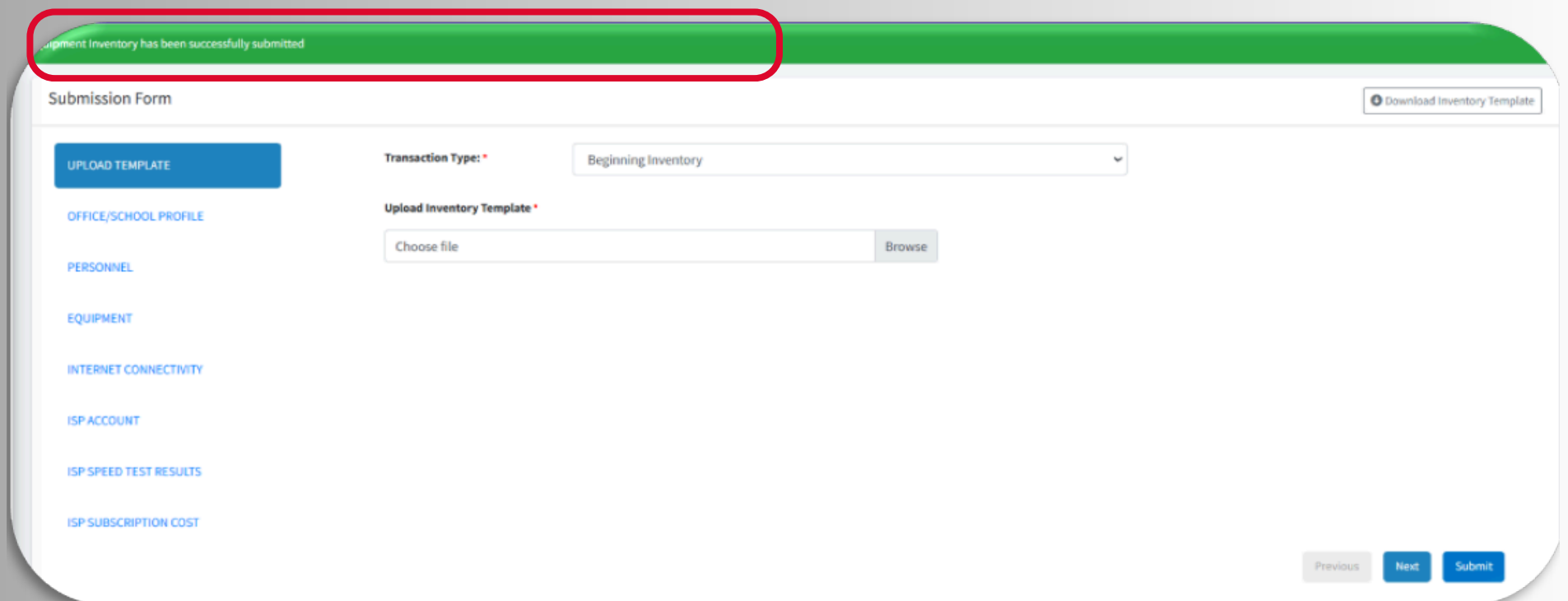


12. Once the **correct file** is selected, **click** on the “**Submit**” button below.



The screenshot shows a web form with a dropdown menu for "Transaction Type" set to "Beginning Inventory". Below it is a file upload field labeled "Upload Inventory Template" containing the filename "108227-Platero ES_ict-equipment-inventory-school-template.xlsx" and a "Browse" button. At the bottom right, there are three buttons: "Previous", "Next", and "Submit". A hand cursor is pointing at the "Submit" button.

13. A **success message** will show up above when all fields are **correct**.



The screenshot shows the same web form as in the previous image, but with a green banner at the top that reads "Equipment Inventory has been successfully submitted". The form fields are now empty, with the file upload field showing "Choose file" and a "Browse" button. The "Submit" button is now highlighted in blue.

Congratulations!

You have successfully reached the end of this user guide for DCP Portal Administrators and submitted your inventory template. This is an important milestone towards ensuring data integrity and compliance with the latest DCP reporting standards.

Should you have any questions or encounter any concerns, please contact the DCP PSF support team at support.dcppsf@deped.gov.ph or send a ticket at <https://tinyurl.com/PSFSupport>.

Thank you, and keep moving forward toward your goal!



DCP PSF Support & Ticketing Form